

Professional and Managerial Branch
Miscellaneous Professional Group
Economic Development Series

ECONOMIC DEVELOPMENT DIRECTOR

10/03 (JAS)

General Purpose

Under administrative direction, as department head, execute City economic development initiatives.

Typical Duties

Plan, develop, organize, implement, direct and review comprehensive industry recruitment and business retention and expansion programs. Involves: Oversee program and client compliance functions. Monitor state enterprise zone, tax abatement, Economic Development Administration (EDA) city/county revolving loan fund and other programs. Oversee Foreign Trade Zone for compliance with U. S. Customs regulations. Develop and monitor foreign trade zone operations benchmarks. Negotiate on the City's behalf with high level executives of new and existing businesses to expand in or relocate to El Paso and facilitate capital investment to increase the City's tax base. Procure funds for companies' expansion plans. Review and respond to company proposals and clients' requests for specific economic statistics, work force demographics, business sector and community characteristics, incentive programs, and other information. Oversee preparation of press releases and coordinate meetings with Mayor and Council regarding possible expansions or relocations.

Plan, develop, organize, implement, direct and review setting and attainment of department short- and long-term goals and priorities. Involves: Prepare annual department budget, and monitor and approve expenditures. Collect and analyze data. Prepare various reports of department activities, accomplishments and goals. Implement and enforce department policies and procedures. Design, establish and maintain organization structure, functions and staffing to effectively accomplish department goals and objectives.

Represent department. Involves: Advise Mayor, Council and Chambers of Commerce officials of pending expansions or relocations. Confer with various developer, real estate agency, financial institution, private sector and school board officials, and others to ensure accuracy of information gathered for and disseminated about economic development initiatives. Collaborate with other City departments, grant funding agencies and other domestic and foreign government entities to negotiate establishment of programs and to provide assistance or gather information.

Supervise assigned personnel directly and through subordinate supervisors as an appointing officer. Involves: Schedule work to expedite flow and balance loads; assign duties, and issue written and oral instructions. Check work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance. Guide subordinates to overcome difficulties encountered, correct errors and rectify complaints. Appraise performance of direct reports and review employee ratings by subordinate supervisors. Coach to motivate competency improvement and career advancement. Arrange for or conduct internal orientation, job training, and employee development activities. Enforce personnel rules and regulations, and conduct, courtesy, attendance, appearance and safety standards. Maintain harmony among subordinates, and resolve third step grievances. Interview and hire applicants. Commend, adjust pay of, transfer, discipline and terminate employees.

Perform miscellaneous related executive managerial and general administrative functions as required. Includes: Substitute, if assigned, for other department heads as qualified during temporary absences by carrying out specifically delegated duties as qualified sufficient to sustain continuity of ordinary operations or services, referring general policy problems to next higher level City executive or official, and similarly substitute for own subordinates. Oversee the conduct of special studies and serve on interdepartmental committees dealing with Citywide policy and strategy issues when requested.

Knowledge, Abilities and Skills

- Comprehensive knowledge of business or economic development financing.
- Comprehensive knowledge of urban economic, redevelopment and downtown development principles and practices, including administration and management.
- Considerable knowledge of marketing techniques and economic development incentives.
- Considerable knowledge of border economics and industrial practices.
- Considerable knowledge of management and supervisory principles and techniques.
- Considerable knowledge of budget preparation and standard general and fiscal administration policies and practices.

- Ability to perform cost/benefit analyses.
- Ability to express oneself clearly and concisely, orally and in writing, to prepare and present comprehensive reports to Mayor, Council, City management, businesses and the public, and to negotiate or assist in negotiations between businesses, financial institutions and government agencies.
- Ability to establish and maintain effective working relationships with the business community, City officials, and the public.

Other Job Characteristics

None.

Minimum Qualifications

Education and Experience: Bachelor's degree in business or public administration, economics or related field, plus six (6) years of increasingly responsible professional economic development experience in a municipality, State, regional government council or chamber of commerce that included managerial level program accountability, of which at least three (3) years were in a supervisory capacity.

Licenses and Certificates: None.

Special Requirements

- Residency within the City of El Paso city limits required by date of employment.
- Work extended hours as required.

Human Resources Director

Chief Administrative Officer